



Care, Imagine, Believe, Strive, Achieve

Anti-Bullying Policy

This policy is applicable to: Melbourne Primary School, part of the Wolds Learning Partnership (WLP)

Version 1 Spring 2019

Important: This document can only be considered valid when viewed on the website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.	
Name and Title of Author:	Kelly Foxton
Name of Responsible Committee/Individual:	Board of Governors
Implementation Date:	December 2021
Review Date:	December 2023
Target Audience:	Parents, Pupils, Staff, Governors
Reference Documents:	WLP Anti Bullying Policy



Aims

Introduction

Bullying in any form is unacceptable. We regard the values of mutual respect, collaboration and community very highly and use them in order to reinforce this statement.

Melbourne Primary School works to meet its responsibilities to 'safeguard and promote the welfare' of all pupils (Education Act 2002), to 'prevent all forms of bullying' (Education and Inspections Act 2006) and to promote a common understanding of what does and does not constitute bullying.

Aims

- To clarify what is meant by "bullying" and raise awareness.
- To suggest strategies by which bullying can be prevented or at least minimised.
- To provide strategies by which bullying can be dealt with by pupils and staff.
- To ensure a consistent approach to bullying issues.
- To provide a framework to support any discussion of bullying.

Content

What is bullying?

Bullying is 'behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally' Bullying can be carried out by an individual or a group and is usually repeated over a period of time. Bullying is used to create an imbalance of power between groups or individuals.

Specific bullying relationships may include:

- Pupil on pupil
- Pupil on staff/adult
- Staff/adult on pupil

Bullying can be divided into two main types, direct and in-direct bullying. These categories may involve all or some of the following:

Direct Bullying

- hitting, pushing, teasing, spreading rumours
- name-calling, racial or sexual harassment, insulting of family members
- stealing, damaging possessions
- intimidation or extortion
- exclusion from peer group, turning friends against someone.

Indirect Bullying

- Cyber bullying
- When a person or group of people uses the internet, mobile phone or other digital technologies to threaten, tease or abuse someone.



They can target someone via

- E-mail
- Instant messaging and chatrooms
- Social networking sites
- Mobile phone
- Abusing personal information eg posting photographs or personal information without permission.

Anyone can be bullied. Bullying can take place for many reasons, or no reason. Bullying relates to difference – this can be real or imagined. These differences could be:

- Appearance
- Ability
- Health
- Family/home circumstances
- Social class
- Race, religion or culture
- Special Education Needs and Disability
- Sexual orientation (e.g. Homophobia)
- Gender/transgender

How significant is this problem?

Bullying is a significant problem throughout the country. According to a recent national government survey (DFE:Tell Us 4 2010), 25% of children often worry about bullying. A further 46% of children stated that they had been bullied whilst in school, with 29% stating that bullying had occurred in the past year.

Responsibilities

It is everyone's responsibility to stop bullying. Each group has individual responsibilities that must be adhered to if bullying is to be tackled effectively.

Pupils

- Must not bully anyone else or encourage/support bullying in others.
- Must tell an adult (usually a member of staff or other trusted adult) if they are being bullied.
- Must act to prevent and stop bullying, by telling an adult if they know of or suspect any incidents of bullying.
- Must understand that being a 'bystander' is unacceptable and silence makes all pupils partly responsible for what happens to the victims of bullying.

Parents

- Must contact the school immediately if they know or suspect their child is being bullied in order to work in partnership with the school to bring an end to the bullying. This applies even if the child has asked for 'secrecy'.
- Must contact the school if they know or suspect that their child is bullying another pupil.
- Must share with the school any suspicions they have that bullying is taking place even when it does not directly involve their child.



Staff

- Must always be aware and take action when there are concerns about bullying.
- Must have up to date knowledge of the use of CPOMs for recording incidents and alerting SLT and other staff.
- Must report and record all allegations of bullying following the school's procedures.
- Must ensure pupils and, where appropriate, parents/carers, are given regular feedback on the action being taken.

Governors

- Must ensure that the school has an Anti-Bullying Policy and that it is regularly reviewed every two years.
- Must ensure that there is a member of the Senior Leadership Team that has specific responsibility for anti-bullying. Currently the Lead Role is filled by C Fielding.
- Must ensure that the effectiveness of the Anti-Bullying Policy is regularly monitored and that this is reported to the Governing Body.

What are our strategies for prevention?

- All staff will clearly state that bullying is unacceptable behaviour at Melbourne Primary School. Teasing and other 'minor' incidents should be discouraged. Staff will actively promote tolerance and respect for difference and diversity (e.g. relating to race, gender and disability see Inclusion Policy.)
- Every effort will be made to integrate all pupils into their class and the wider school community. The tutor will try to achieve this by:
 - Building a class identity.
 - Encouraging all pupils to participate in a wide range of activities, both in school and in their free time.
 - Encourage pupils to be assertive, whilst respecting the needs and feelings of others.
 - All adults will set a good example by working to establish positive relationships between staff and pupils as well as between peers.

Duty staff should:

- Monitor pupil behaviour. If bullying is suspected they should report the behaviour of pupils concerned and take appropriate action, informing the relevant member of staff.
- Visit the more isolated areas of the school. Toilets should be visited at breaks and lunchtimes by the duty staff, including lunchtime supervisors.
- Pupils on entry to Melbourne Primary School will be told to report incidents of bullying. All pupils in other year groups will be reminded of the importance of reporting and preventing incidents. The initial report will be treated confidentially, within safeguarding guidelines. The Headteacher or relevant member of staff will consider how best to investigate, intervene and support the pupils involved. Information will be shared on 'a needs to know basis' but the impact upon the pupils involved will be considered – ensuring that there is a balance between meeting a pupil's individual need and safeguarding.
- Prompt arrival to registration and lessons reduces the opportunity for bullying to occur; attendance and punctuality will be monitored by office staff in the first instance.
- Assemblies will reinforce the anti-bullying message and the procedures which pupils should follow, if they are being bullied.
- Teachers should engage in enabling their pupils to explore safeguarding issues and anti-bullying issues throughout the key-stages. Safeguarding and anti-bullying guidance is included in display around school and in classrooms.



- The school Behaviour Charter forbids bullying. This Charter is re-issued at the start of each academic year. The Behaviour Charter is also displayed in all classrooms and communal areas.
- The Melbourne Primary School will consult with pupils to ascertain their views of bullying and its extent.
- The Behaviour Charter and guidelines for Behaviour for Learning (sanctions and rewards) and CPOMs electronic system enables monitoring and evaluation of all types of bullying.
- Pupils are asked to report incidents of bullying and report incidents to a member of SLT. Melbourne Primary School is also engaged with the Buswise programme.
- The Child Protection Co-ordinator, Headteacher or e-Safety co-ordinator regularly monitor, analyse and review data on bullying with the expressed aim of improving response and planning deployment of resources to reduce bullying.

All the points listed above make a contribution to the creation of a secure community in which pupils will feel safe. If pupils know that Melbourne Primary School actively wants to create a safe community, there should be the necessary level of trust to allow them to confide in adults if they are being bullied.

What are the procedures by which we can deal with incidents of bullying?

General points

- All reports of bullying will be addressed and the priority will be to support those being bullied and to stop the bullying.
- It is the responsibility of each school to assess the seriousness of the bullying and to determine the appropriate action that should be taken.
- Where necessary, parents will be engaged to ensure they are fully informed about what is happening and will be appropriately involved.
- We will work to help and support those responsible for the bullying to understand the impact of bullying and to change their behaviour.
- In all cases, subsequent monitoring will take place to ensure bullying is not repeated.
- Melbourne Primary School greatly values the close partnership between staff and parents, however if a parent/guardian is concerned an issue has not been properly dealt with they should feel confident in expressing their concerns. All complaints should be made according to the WLP's Complaints Procedure.

Supporting victims of bullying

- Pupils are told to report bullying to their teacher, or other members of staff with whom they feel comfortable.
- The member of staff will discuss the situation or ask the pupil to write/scribe a statement. These reports will then be shared with the relevant staff.
- A range of solutions should be discussed e.g. peer support, mediation between victim and bully, 'circle of friends,' use of humour, parent involvement and behaviour contracts.
- Decide on action (see possible strategies in the next section).
- Monitor and review progress, maintaining communication with parents, teacher etc.

Investigating bullying

- Interview the suspected bully and obtain/produce a written statement.
- Obtain statements from witnesses.
- If the complaint is upheld, the bully and their parent should be informed of the action to be taken and the consequences of any repetition.
- Monitor and review progress.



NB. A complete record of the incident must be kept, whilst ensuring that the individual child's record conforms to legal requirements.

Sanction against Bullying

A range of approaches should be used so that each case is dealt with individually, rather than in a mechanistic manner. The early involvement of parents is important. Possible courses of action are:

- Loss of privileges e.g. banned from clubs or trips.
- Sanctions, fixed term exclusion (escalating according to seriousness), involvement with external agencies.
- Daily report, to monitor positive and negative behaviours and tracking using CPOMS.
- Contract, code of conduct between those involved (with consequences clearly outlined).
- Restorative support and practice may be used.
- Peer mentoring approach e.g. bully and victim discuss events with supervision in order to reach an amicable solution (for low level incidents).

For severe incidents that go against Child Protection or Criminal Law Procedures, the school will consider whether to report them to outside authorities.

Supporting victims of Bullying

The school prioritises support for those suffering bullying.

Once again a flexible approach is seen to be important, as well as the early involvement of parents. Support can be one of or a combination of the following:

1. "Sanctuary" - either by providing a safe place or alternative ways of spending lunchtimes e.g. supervised 'drop in' room.
2. Involve peers, teacher, staff and peer mentors in buddying programmes.
3. Limiting opportunities for bullying by making colleagues aware of times when an individual has been bullied.
4. Support group approach but identify and respond to patterns of bullying using appropriate levels of support & sanctions.
5. Victims and bullies may also be helped by our multi-agency partners or programmes of support delivered within school e.g.
 - EWO where bullying or fear of bullying is affecting attendance.
 - Youth & Family Services.
 - Counsellors (internal/specialist).
 - CAMHS.
 - Peer Mentoring.
 - Anger Management Course.
 - Social Skills Group.
 - Building On Self Esteem Course.



Supporting those responsible for bullying

Melbourne Primary School strives to support those responsible for bullying as well as the victims, in the hope that this will prevent further or prolonged incidences of bullying within the school. Support can be one of or a combination of the following:

- Restorative approach whereby those responsible for bullying and those being bullied meet together to discuss issues that have arisen between them.
- Pupils sign codes of conduct and contracts regarding behaviour within school.

Monitoring

All instances of alleged bullying should be recorded by the relevant member of staff. These reports are communicated to the Governing Body. CPOMs will enable the consistent logging and monitoring of direct and indirect bullying and on-line safety.

How do we ensure that people are aware of the Policy?

- Formal acceptance by the Governing Body.
- This policy will be issued to staff and made available to staff, parents and pupils on the website.
- Pupils will be made aware of the policy, thereby advertising the policy to all. Aspects of the policy are delivered: by means of the PHSCE and Key Stage specific programme; via assemblies; and by the work of the Pupil Voice and Peer Mentors. All pupils receive an anti-bullying guidance at the start of the academic year together with a copy of the Behaviour Charter.
- Bus drivers will be made aware of the key elements of the policy.
- Parents will be informed via the Prospectus, the School Newsletter or letter.
- Lunch supervisors will be informed.
- The Melbourne Primary School will engage all pupils in Anti-bullying Week.